



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্ব দ্বাৰা প্ৰকাশিত

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No. 9 Dispur, Friday, 3rd January, 2025, 13th Pausa, 1946 (S. E.)

GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 3rd January, 2025

ECF No. 257924/4.- In Pursuance to the approval of the Hon'ble Cabinet in its meeting held on 11.12.20204, the Governor of Assam is pleased to notify the following SOP (Standard Operating Procedure) under "State Government Portal" for Aadhaar Enrollment in the State of Assam.

1. The increasing indispensability of Aadhaar as a primary proof of residence, identity and as a bedrock for provision of targeted delivery of subsidies, benefits and services from the government has necessitated the need for increasing standards of due diligence, verification and transparency in the process of enrollment under Aadhaar. As the state of Assam looks to achieve saturation in the provision of Aadhaar cards, strict compliance with statutory norms and judicial pronouncements becomes increasingly essential. The process of enrollment, verification and delivery of Aadhaar cards must remain efficient, reliable, and expeditious and allow for all legal residents of Assam to obtain Aadhaar cards through an effective and speedy verification mechanism.
2. The State Government has taken cognisance of complaints received regarding submission of false/falsely obtained documents and the provision of fake biometrics by illegal immigrants to secure Aadhaar cards within the state, and it has been deemed necessary to evolve a standard operating procedure to ensure that such persons are not recommended for issuance of Aadhaar cards at the first instance. The Government is

mindful of the special status of Assam in terms of the presence of illegal immigrants, and their impact on national security, which has found emphasis in the judgements of the Hon'ble Supreme Court in WP(C) 131 of 2000, successive orders in WP(C) 274 of 2009 and in various other cases. The Government has endeavoured to evolve a judicious methodology for prima facie ascertainment of the status of migrants in light of the Supreme Court decision in WP(C) 494 of 2012 wherein illegal migrants are directed to be excluded from the Aadhaar ecosystem, and the Beghar Foundation vs Justice KS Puttuswamy (Retd) judgement, wherein the non-essentiality of Aadhaar has been underlined for a number of government and other services, thus protecting any such excluded person from violations of Article 14 & 21, until a statutory Tribunal disposes of their claims.

3. A "State Government Portal" software has been developed by the Government of India for the purpose of strengthening the Aadhaar ecosystem, and directed to be utilized vide DO No HQ-16027/1/2022-EU-I-HQ dated 09.09.2022, DO HQ16011/22/2022/EU/I/HQ dated 02.03.2023 and HQ-16011/2/2022/EU-I-HQ-Pt-I dated 27.06.2023. In the case of new Aadhaar registration of residents above 18 years of age, the Aadhaar of the residents will be generated after ascertaining the location of the applicant and physical verification of documents. For this, a Standard Operating Procedure has been prepared through which the documents submitted by the residents at the time of Aadhaar registration for residents above 18 years of age must be verified by the state government before being returned online to the UIDAI, Government of India within 45 days of receipt by the concerned nodal officers, through the Registrar.
4. After careful consideration by the State Government and as per the instructions of UIDAI, the General Administration Department shall be appointed as the Nodal Officer at the State level for the effective implementation of SOP (Standard Operating Procedure) for generating Aadhaar numbers for residents aged 18 and above. The verification of Aadhaar enrollments and their effective disposal shall be overseen and monitored by the General Administration Department. Moreover, at the level of the district, one or more Additional District Commissioners notified specifically for the purpose by the District Commissioner shall monitor and ensure lawful disposal of Aadhaar enrollment verifications at the level of the district. The process of verification shall be carried out at the level of the Revenue Circle by the concerned Circle Officer, who will be responsible for ensuring transparent and rule based verifications, and disposal of all applications within a period of thirty days from receipt thereof on the portal.

5. The following arrangements have been made for the verification of Aadhaar enrollment to be done at the state, district and sub district level.

User mapping in State Government Portal

- a. State Nodal Officer (General Administration Department)
 - b. District Level Officer (Additional District Commissioner, as notified)
 - c. Sub district Level Officer (Circle Officer as in charge of the area and population permanently residing within the boundaries of the Revenue Circle).
6. The Aadhaar generated packet of each registrar may be sent to the "State Government Portal" by UIDAI for physical verification, or directly to the district, with the due consent and information of the state Nodal Officer. Upon receipt of such packets, the concerned nodal officers at all levels will have to act as per the guidelines mentioned in the SOP. According to this procedure, the applicant's credentials will be verified and submitted. All the documents submitted by them will have to be verified, along with their migration status, if applicable
7. As per SOP (Standard Operating Procedure) at the District level, the following officials are appointed as Nodal Officers for inspection, verification and ancillary operations.

Sr.	Level	Nodal Officer	Ancillary operations
1 st level	District	Additional District Commissioner/s notified for the purpose by the District Commissioner	Assistant Commissioner notified to assist the Additional District Commissioner
2 nd level	Revenue Circle (Municipal Area)	Circle Officer	Executive Officer of the Municipal Board/Deputy Commissioner of the Municipal Corporation notified for the area (as the case may be)

3 rd level	Revenue Circle (Areas other than Municipal Areas)	Circle Officer	Land Revenue Assistant and Gaon Pradhan concerned for the specific area and village. DFOs concerned will detail staff in the case of Forest Villages.
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7.1 The District/Circle/Municipal Authority shall make orders detailing the aforementioned officers/staff for physical inspection/verification of Aadhaar Enrollment documents and ancillary work at Municipal Ward/Circle/Village level.

7.2 In case the Additional District Commissioner at the district level, or the Circle Officer at the Revenue Circle level are not available for a particular period, the District Commissioner may notify officers of the same rank to officiate temporarily for the purpose of Aadhaar verification.

7.3 In the case where the Executive Officer is not available in the municipality, this operation can be done through the Circle Officer for the area under the Circle within which the Municipality/Municipal Corporation area falls. In case of rural areas, if the concerned Land Revenue Assistant/ Gaon Pradhan are not available, the Circle Officer may carry out the verification through government officials/staff found most suitable for verification in the given area.

8. The appointed Nodal Officer shall perform the following functions:-

- a. For this operation the Nodal Officer has to create their User- Credentials on the portal.
- b. The packet generated by the UIDAI of the applicant at the Aadhaar Enrollment Center will be forwarded by the UIDAI to the GAD (State Nodal) and subsequently by the GAD to the notified ADC of the districts (District Nodal) or directly to the district (District Nodal) with the due consent and information of the State Nodal Officer. The ADC will then forward the packet,

on the basis of residence details submitted in the packets to the concerned Circle Officers under whose areas the applicant has claimed residence.

c. Nodal officer of Revenue Circle level after receiving the packet through the online portal shall take a printout of documents submitted at the time of registration of residence, as prescribed for packet verification.

d. As per the printed report, the designated inspection officer of the field level shall verify the documents submitted by the resident at the time of Aadhaar registration such as photo, name, caste, age etc. of the resident and record the same in the prescribed checklist. The designated inspection officials shall additionally verify as to whether the applicant permanently resides at the residence submitted, as per the definition provided in Section 2(v) of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016, i.e., the applicant resided in the location for a period or periods amounting in all to one hundred and eighty-two days or more in the twelve months immediately preceding the date of application for enrolment, or has submitted proof for residing in alternate locations in India in case the periods do not amount to one hundred and eighty two days.

e. In accordance with the directions of the Hon'ble Supreme Court in WP(C) 494 of 2012 (Justice KS Puttuswamy (Retd.) -vs- Union of India & others), the officials/staff shall compulsorily verify the credentials of the applicants using their ARN in the NRC portal (<https://nrcassam.nic.in>), whose NRC status in the portal is found as applied or not. If the applicant's status is shown as applied, the officials shall process the applications for further verification as per UIDAI's guidelines. Other than this category of applicants shall be treated as non- applied and these applications shall not be processed further.

As the NRC has not been officially notified by the Registrar General of India, the initial inquiry is limited to determining whether a person has applied for the NRC. The Circle Officer (CO) will not conduct any further inquiries, as the NRC has not been formally notified, making it impossible to confirm whether a person's name is included or excluded. Additionally, the CO is not authorized to intervene in the NRC process.

Once the Circle Officer confirms that an applicant's status is found as applied on the portal of NRC, the Circle Officer will proceed with further verification as outlined in the regulations and rules issued by UIDAI. If the Circle Officer determines that the applicant is a bona fide Indian citizen during this verification, no additional verification will be required.

f. For applicants born after 31.08.2015, if their parents have applied for the NRC, this will suffice for processing their Aadhaar applications, in accordance with UIDAI guidelines.

g. For Central Government employees or individuals working in various Central Government offices, the Circle Officer will verify proof of residence and origin of the State. Aadhaar cards will then be issued accordingly.

h. The field level officers/staff shall ensure that the print report for investigation is not misused and confidentiality is maintained (Section 23-A, Aadhaar Act, 2016).

i. Checklist after completion of physical verification by the inspecting officer must be submitted to the Circle Officer within the prescribed time frame with the signatures of the officers/staff deputed for the purpose in the format provided in Annexure I.

j. If the Circle Officer finds any discrepancy in the report submitted by the inspection officers/staff, the check list should be returned to the inspection officer with remarks.

k. The Inspecting Officer shall return such returned checklist to the Nodal Circle Officer.

l. The Nodal Circle Officer shall submit a report online along with the acceptance/rejection opinion on the return of the completed checklist.

m. This work has to be completed within the stipulated time limit otherwise the concerned nodal officer will be held responsible as per the Assam Civil Services (Conduct) Rules, 1965.

- n. It is the responsibility of the Nodal Circle Officer to verify/authenticate the packet as per the Aadhaar (Enrolment and Update) Regulations, 2016 and successive directions of the Supreme Court in matters related to illegal migration into Assam.
- o. The instructions, notifications, regulations and rules issued by UIDAI from time to time shall be followed thoroughly. Any changes in the legal or rule framework shall be informed by the General Administration department to the district and circle level nodal officers at the earliest instance.
- p. Under these operations, the training prescribed by UIDAI from time to time shall be followed mandatorily.
- q. The District Commissioner shall review the performance of Aadhaar packet verification at the district level Aadhaar Monitoring Committee fortnightly, and personally verify a minimum of 1% of packets selected randomly, as received by the district and verified by the Circle Officer at each such meeting.
- r. "State Government Portal" showcases a list of documents which can be considered, and must be checked thoroughly by the Circle and District level nodal officers while considering applications.
9. According to the procedure prescribed in Operating Procedure) physical verification has to be done and returned to the UIDAI with a report within 45 days.

M. S. MANIVANNAN,
Commissioner & Secretary to the Govt. of Assam,
General Administration Department.

ANNEXURE I**Format for Verification of Aadhaar Applicant**

Name of the Applicant	
Enrolment ID	
Address	
Gaon Panchayat	
Block	
District	
NRC ARN Number	
NRC Status (Accept/Reject/Not Applied)	

For applicants who have not applied for NRC, or have been rejected

1. Whether written statements by five persons residing in the same village/locality has been taken regarding period and nature of residence in the village/locality
2. Whether documentary proof of residence before 15.08.2015 has been taken and found to be genuine. Provide details thereof and attach copies.
3. Whether documents shown and public statements taken indicate that the person is legally residing in the state of Assam

Sl. No.	Criteria	Action	In case of 'NO'- Please tick the reason
1	Verification of the residential status of the individual as per the Aadhaar Act [Section2(v)], " <i>resident</i> " means an individual who has resided in India for a period or periods amounting in all to one hundred and eighty-two days or more in the twelvemonths immediately preceding the date of application for enrolment.	Yes/NO/Not Applicable (for NRI)	
2	Verification of identity vis-à-vis Other demographic information (Photo, Name, Gender, Age) submitted by individual in Aadhaar application.	Yes/NO	<div>Photo mismatch</div> <div>Name mismatch <input type="checkbox"/></div> <div>Gender mismatch <input type="checkbox"/></div> <div>Age mismatch <input type="checkbox"/></div>
3	Match/verify the uploaded documents with the original.	Yes/NO	<div>POI document mismatch <input type="checkbox"/></div> <div>POR document mismatch <input type="checkbox"/></div> <div>POA document mismatch <input type="checkbox"/></div> <div>PDOB document mismatch <input type="checkbox"/></div>

Remarks of CO/ADC _____

Verifier I

Verifier II

Verifier III

Circle Officer

ADC